Seat Management Workgroup

Minutes

Monday, January 22, 2001
Electronic Government Implementation Conference Room, Washington Building, Richmond Virginia

2:00 p.m.

Attendance

<u>Members Present:</u>

Laverne Branch (DGS); Ed Ernouf (PDC); Steve Kelliher (VDOT); Naseem Reza (VSP); Keith Segerson (GMU); Wayne Stafford (DOC); George Williams (UVA); Joshua Heslinga (College of W&M);

<u>Presenters, Staff, Guests, and Representatives:</u>

Don Fraser (DynCorp); Constance Scott (eGov – SMS); Dwain Cox (ACS); Tim Sutton (Gateway); Chris Saneda (Va ABC); Jim Hughes (Unisys); Robin Lawton (DTP); John Panco (Halifax); Doug Ledes (Tivoli); Robert W. Johnson Jr. (Tresp); Ron Keister (GMU)

<u>Members Absent:</u>

Pete Stamps (Lottery); Rick Wilhelm (Fairfax County); Ken Mittendorff (SC)

Welcome and Opening Remarks

Wayne Stafford, Chairman of the Seat Management Workgroup, convened the meeting at 2:10 p.m.

TCO Guidelines Draft Status Update

Wayne Stafford – Chairman of the Seat Management Workgroup
Constance Scott – Seat Management Section Manager

Discussion

The workgroup was informed that the TCO Guidelines have been presented to both the COTS Executive Committee as well as COTS for review and approval. A copy of the motion created in the COTS meeting of 01/18/2001 was also handed out and discussed. It was explained that COTS had approved this motion and that it had been presented to Secretary Upson for approval. The question was asked if this motion relaxed the rules somewhat so that if a methodology other than Gartner's methodology was used prior to the adoption of these guidelines; would that agency or institution be able to continue using this methodology rather than changing to the Gartner model. The consensus was that the motion created flexibility but that the fourth item in the motion must also be met which required reporting success metrics on a continuous basis. A motion was made to create a subcommittee to develop reporting metrics and also to study how to crosswalk data between the different TCO methodologies for these metrics. George Williams will chair this committee. Other members will include Steve Keliher and Chuck Tyger.

A status report regarding the development of a TCO model for small agencies of 100 or less was given. Two agency TCO reports were almost completed with several small agencies scheduled to begin. It was noted that 4 resources in the Seat Management Section have been trained and certified to use the TCO Manager Gartner software.

A status was given regarding SMS and TCO marketing efforts. It was noted that the focus has shifted from marketing to education and outreach. It was announced that TCO awards had been made to three vendors: Harris, Booz-Allen, and Disys. A meeting has been scheduled to meet with these vendors plus Gartner to establish TCO baseline assumptions that apply to the State of Virginia. The concept of asking these vendors to participate in an outreach/education program will also be presented at this meeting.

A workgroup was established to handle contract amendments. Two specific requests were presented by ABC. One request was to add Compaq to the SMS contract and the other was to add Point of Sale technology. The following Seat Management COTS members will serve on this subcommittee: Steve Kelliher, Naseem Razer, Keith Segerson, and Ed Ernouf.

Questions about the ability to apply federal funds or state ETF funds to SM contracts were raised. It was stated that COTS would be establishing a process to investigate issues of this nature that may inhibit agencies from moving to Seat Management.

Next Meeting

The meeting was adjourned at 3:45 p.m. The next meeting will be in Richmond on February 26 at 2:00 p.m in the Washington Building in the 9th floor conference room.

Respectfully Submitted,

Constance Scott Staff,
COTS Seat Management Workgroup